

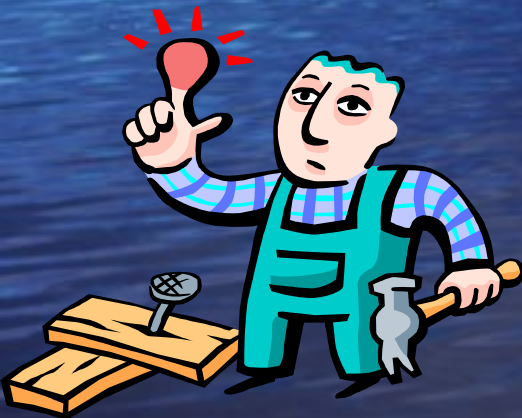


EC Safety

ACCIDENT REPORTING



-An accident may or may not involve an injury



NEWS FLASH!!

April 2007

**Have you seen the
new accident
packets?????**

They have a peach colored cover...if you need more of
these please call or e-mail: dawne.linde@amedd.army.mil
524-5586

You can also pick them up in Logistics, Safety Office

MILITARY ACCIDENTS

- Report all (on or off duty) accidents/injuries to your NCOIC and the MEDDAC Safety Office within 24 hours
524-5586/520-8295
- **ALL POV accidents as driver or passenger**
- Complete an EACH Accident Report Form, forward to the MEDDAC Safety Office



Civilian Accident Reporting Procedures

- Individual should seek medical attention
- Employee treatment options
- Report incident to MEDDAC Safety Office @ 6-7371/4-5586 (within 24 hours)



The paperwork!

- If medical attention is needed the Supervisor must fill out the CA-16(6-3004 workers comp has these). If treatment is received in the MTF/MEDDAC, a CA-16 is not required.
- For ALL civilian injuries, complete CA-1 and EACH Accident Form
- Once completed, the employee, supervisor, and a witness (if applicable) will sign the form (all forms)
- The original CA-1 needs to be turned in to the MEDDAC Safety Office within 24 hours of the incident.
- Civilian accident reporting is mandatory when on duty (car to car)

Visitors, Volunteers, Students, Contractors and Patients

- Complete an *e-4106* and the *EACH Accident Report*
- Notify MEDDAC Patient Safety @ 526-7190
- Notify MEDDAC Safety Office @ 4-5586/6-7371
(within 24 hours)
- Students must also report all injuries to
school/training institute
- Contractors must also report all
injuries to their contract coordinator



BBP EXPOSURE

- Wash or flush the area immediately
- Notify your supervisor or senior staff member immediately
- Follow the procedures expressly noted in the MEDDAC Regulation 385-10, MEDDAC Safety Program
- Initial treatment at Occupational Health (during duty hours) and the EACH ED (after duty hours) is mandatory for all military, and recommended for civilians.
- If after duty hours, contact Occupational Health the next work day.
- Contact the Safety Office (6.7371/4.5586) within 24 hours of incident.



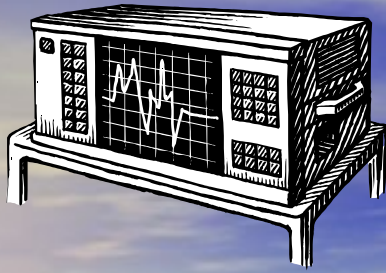
BBP EXPOSURE

- Risk assessment must be performed immediately
 - Prophylactic treatments must be started within 2 hours of a high risk exposure

ACCIDENT PACKETS

- Accident forms and instructions are usually located in the break room
- They must be in a location known to all employees and available 24/7/365





SMDA...



- Safe Medical Devices Act
- We report to the FDA
- The FDA will investigate, initiate recall if necessary
- Evans Secure Web (AOD has a policy on this in the AOD book)
- All medical devices/equipment/accessories/parts
- **Immediate reporting required**
- 24/7/365

SMDA



- Identification and evaluation of adverse patient events (if a piece of medical equipment fails, causing harm to a patient, extending treatment, or nearly causes harm to a patient it must be reported)
- Timely submission of medical device reporting (immediately stop using the equipment, keep all lines connected to the equipment, parts, filters, disposables, etc. This must be reported to the Safety Office for immediate action)
- Compliance with record keeping requirements (the equipment will be evaluated by Medical Maintenance if required and Safety will provide you with some documents to complete describing what happened)
- Documentation (the results of the evaluation will then be channeled swiftly through the command and forwarded to the FDA for proper action.
- Keep a copy of the SMDA in your Safety book for reference, you can find it on the Evans Secure Web in the MEDDAC Reg 385-10.

Identification and Evaluation Adverse Events



- MEDDAC Reg 385-10; MEDDAC Safety Program
 - Assigns responsibilities and precedents to all clinical, administrative and professional staff assigned to MEDDAC/DENTAC/VETCOM at Fort Carson, Pueblo, Dugway and Tooele
- Two ways used to Identify and Evaluate Potential Events:
- Medical Device Recalls and Hazard Notices
 - Safe Medical Devices Act

Medical Device Recalls and Hazard Notices



- User of item will be notified
- Logistics Division and/or Equipment Management Branch will take corrective action
 - Item withdrawn from use
 - Returned to manufacturer, if required
 - Replaced/Refund from manufacturer, if returned
- Product recall notices other than Medical Devices
 - Investigated by MEDDAC Safety Office, Facilities Management Branch, or Materiel Division
 - Forwarded to Equipment Management Branch, and other sections/departments affected – for action if necessary





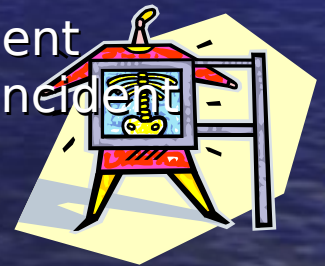
Safe Medical Devices Act

- When/if a piece of medical equipment is suspect in contributing to an adverse affect on a patient:
 - Employee will:
 - Notify the Safety Office immediately (*within the first hour*)
 - E-4106 incident report
 - ❖ **Verbally at 6-7371/4-5586 or 6.7710**
 - Turn in equipment/device to Safety Manager
 - DO NOT change/adjust anything on equipment
 - Bring it as used during procedure in which incident occurred



After normal duty hours:

- Contact the AOD to call the Safety Manager
- Secure the equipment until picked up



- OSHA requires all employees to know the risks and to understand the risks before using chemicals

We do this with the following 5 points:

HAZCOM



1. Chemical Inventory
2. MSDS review (Hazards? PPE? Disposal? Storage?)
3. Training
4. Written program (MEDDAC 385-10-1)
5. Labeling (what , manufacturer, hazards)

Chemical Inventory

- List of all chemicals used in the area
- There is a MEDDAC format to use. This is found in the MEDDAC Reg 385-10-1.
- Reviewed annual, new product, etc.

When the review takes place, all employees need to look at the inventory and look around their work area to insure everything they have/use is listed. If it is not listed, add it.

- Each time the inventory is reviewed/updated, an electronic copy must be sent to the Safety Office.

Material Safety Data Sheets (MSDS)

- Each department must have an MSDS book in their area that is easily accessible by all employees (all shifts)
 - Provides information on the substance including the hazards, first aid, manufacturer's phone number, personal protective equipment needed, and precautions for safe handling, storage, transportation, and disposal
- MSDS books and chemical inventories must be **updated annually** and a copy of the inventory **sent electronically** to the Safety Office and Environmental Health

MSDS Book Contents (per MEDDAC Reg 385-10-1)

- Staff review sheet **(signed annually by ALL staff, volunteers, students, contractors)**
- Current copy of the chemical inventory
- MSDS for all items on the inventory
- Management of Regulated Medical Waste (40-5-5)
- HAZCOM Program (385-10-1)
- Hazardous Material/Hazardous Waste Management Program (40-5-6)

MSDS (Material Safety Data Sheet)

- Must have one for each item listed on the chemical inventory.
- There is a web site available to all employees to use. At this site, an MSDS can be pulled up and printed. If the MSDS is not available, a request can be submitted and the company will find it for you.
- If you have any problems in obtaining an MSDS, contact the Safety Office for assistance.

Training

- New employees must be trained prior to using any chemicals.
- Annual training is required for all employees.
- Training is also required when a new chemical or process is introduced and when a change to a process or chemical occurs.
- If an employee will be conducting a non-routine task, training is required.
- Document training with a sign in sheet and outline of points covered.

Training Points to Cover

- Review the written program (MEDDAC Reg 385-10-1)
- Review the chemical inventory. Point out the associated hazards of each (flammable, corrosive, carcinogenic, irritant, etc)

- Exposure Routes:

Inhalation (nose)

Ingestion (mouth)

Absorption (skin, eyes, etc)

Injection (open wound)

Which chemical(s) do you have that you can be exposed to via each of those routes?

Training Points (continued)

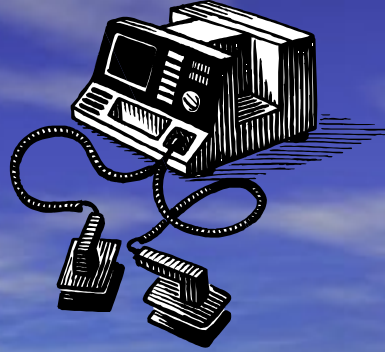
- What PPE do you have in your area that is required to be used when handling chemicals?
- When is each item required? What processes or chemical use?
- Where is the PPE stored?
- How do you get more PPE?
- ALL personnel are required to wear the PPE supplied/provided for use.

Written Program

- The written program is the MEDDAC Regulation 385-10-1
- Review this document.

Labeling

- All containers must be labeled (except as noted in the written program)
- For HAZCOM, the labels must have this minimum information:
 - Identity of material (same as on the original label, MSDS, and chemical inventory)
 - Manufacturer (name and phone number)
 - Associated Hazard(s) (flammable, causes eye irritation, etc.)



- Infection Control, Safety, and the Environmental Science Officer must be consulted for approval prior to ordering any new chemicals OR equipment that required new chemicals



Oh no I spilled it!!!!!!!!!!!!!!

- What do you do? Report, clean and dispose properly, see the green sheet
- Who cleans it up? **You do...do not call housekeeping**
- Do we have a spill kit?...whats in a spill kit?
- Paperwork and phone calls? See green sheet
- FC Spill reporting
- 911!!!!!!!!!!!!!!
- Exposure????

Standard Army Occupational Safety and Health Inspections

- Annual or semi-annual Requires a written response of corrections
- Never announced
- Can be more frequent if problem area
- Can be done as a courtesy on request
- Inspection of physical area, safety documentation, training (rosters, CAF's, etc.), and personnel questioned for responses

Area Specific Hazards

- What hazards are in your area and how do you protect yourself?
- Sharps...use the sharps disposal containers, use safety needles
- BBP...wear gloves, goggles, etc when there is a potential for exposure
- Chemicals...ppe when using, mixing, transferring chemicals

Area Specific Hazards (continued)

- Trips...do not place cords and other items in or across walk ways.
- Slips/Falls...clean up spills or mark it so no one else slips and call housekeeping
- Sharps...knives, blades, etc...use only as the item is meant to be used.
- Tools...wear PPE when operating tools or machinery, use them only as designed

AWARENESS IS KEY TO SAFETY

- Be aware of the rules, regulations, your surroundings, others in the area, etc. whenever you do anything.
- Conduct a risk assessment. What risks are associated with this task/event/sport? How would you protect yourself from and lower the risks?

Seasonal Items

- Environmental:
snow/ice...wear proper footwear, slow down when walking or driving, allow more time, be aware of your surroundings
- Cold Weather:
Be prepared, wear layers, hypothermia is a real danger
- Hot Weather:
Dehydration is a danger, drink lots of fluids, take breaks when working in the heat

Seasonal Items (continued)

- Water Hazards:

Know the rules when boating, jet-skiing, etc. Wear life jackets. Use the buddy system.

- Vehicles:

Service the vehicle regularly (check wipers, fluids, tires, etc.)

Wear your seat belt and insure all in the vehicle do the same.

Have winter gear in the vehicle for all persons (coats, hats, gloves, etc.)

Do NOT drink and drive.

Do NOT talk on the cell phone or have other distractions when driving.

Be aware of all that is going on around you.

Seasonal Items (continued)

- Safety at Home is Just as Important...

Grilling: do not grill under an overhang (i.e. patio) or in an enclosed area (i.e. garage), keep kids/pets away from hot surfaces

Electrical: check your cords for frays and cracks, do not overload a circuit, if using an extension cord insure the cord will carry the load.

Candles: keep away from combustibles (curtains, trees, etc), and from pets and children. Do not leave them burning in an unoccupied room.

Yard Work: wear ppe when there may be flying debris (i.e. mowing), sharp items, etc.

When moving snow from walkways...don't lift... push

Seasonal Items (continued)

- Again...away from work, we want you safe.
- Consider the following while participating in sports:
Know the rules of the game or event you are participating in.
Stretch prior to.
Wear PPE if required.
Insure you had plenty of rest.
If it is hot...drink lots of fluids

Driving/Riding

- POV's take more of our personnel than any other type of incident.
- Use your seatbelt.
- If you ride...wear the helmet, reflective gear, gloves, long pants/shirt, over-the-ankle boots, etc.
- Do not use a cell phone while driving.
- Do not drink and drive/ride.